

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process



Office of Management Systems

Office Work Instruction

Aircraft Acquisition and Disposal Process

Original approved by: _____

Jeffrey E. Sutton

Associate Administrator, Office of Management Systems

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process

DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/06/99	
Revision	A	04/26/00	Revised to reflect the following changes. Modification of paragraphs 3.2, 3.3, 6.1, 6.7, 6.9, 6.10, 6.11, 6.14, and 6.30 for clarity and correctness. Modification of flowchart block 6.22 and 6.32 for clarity and correctness. Change to flowchart symbology of steps 6.4, 6.14, 6.25, 6.26, 6.32 and 6.33 to reflect OWI standard. Addition of "Stop" step following step 6.4, 6.14, 6.26, 6.32 and 6.33. Addition to Appendix of Sample Letter of Request (Re: Step 6.7 in response to DNV Pre-assessment audit).

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process

1. Purpose

This Aircraft Acquisition and Disposal Office Work Instruction (OWI) describes the process for coordinating, reviewing, validating and approving agencywide aircraft acquisition and disposal programs to support Enterprise and Center requirements. This process reviews and verifies compliance with Federal laws, regulations, policies and requirements; and NASA policies, standards and strategic direction which apply to aircraft acquisition and disposal.

2. Scope and Applicability

- 2.1 This OWI identifies the responsible entities for reviewing, validating and approving agencywide aircraft acquisition and disposal programs to support Enterprise and Center requirements. This process forms a part of the Office of Management Systems' responsibility to provide the functional leadership and oversight for management decisions relating to aircraft acquisition and disposal. This OWI covers the process performed in the Office of Management Systems and the Aircraft Management Office (AMO) within the Office of Management Systems at NASA Headquarters, to meet the NASA mission involving aircraft acquisition and disposal. The AMO will lead this process in order to maintain a portfolio of aircraft based upon established NASA aircraft investment strategy. It will involve an ongoing cycle of solicitation, assessment and preparation for new aircraft program requirements for development of long-term, high-risk, high-payoff research, mission support and administrative aircraft requirements. The AMO will review acquisition strategies to best meet these requirements. This process will also cover the eventual disposal of aircraft when they are determined to be idle or excess to NASA mission requirements.
- 2.2 This OWI applies to the Office of Management Systems and all organizational elements of the Aircraft Management Office within the Office of Management Systems that have a functional leadership responsibility as promulgated in NPG 1000.2 "NASA Strategic Management Handbook" and implemented in accordance with the "Office of Management Systems and Facilities Functional/Staff Office Implementation Plan" for the acquisition and disposal of NASA aircraft agencywide.

3. Definitions

- 3.1 AA. Associate Administrator for Management Systems.
- 3.2 Acquisition. Any means of bringing an aircraft under NASA control or into the property control inventory.
- 3.3 ADS. Action Document Summary Form (NHQ Form 117).

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process

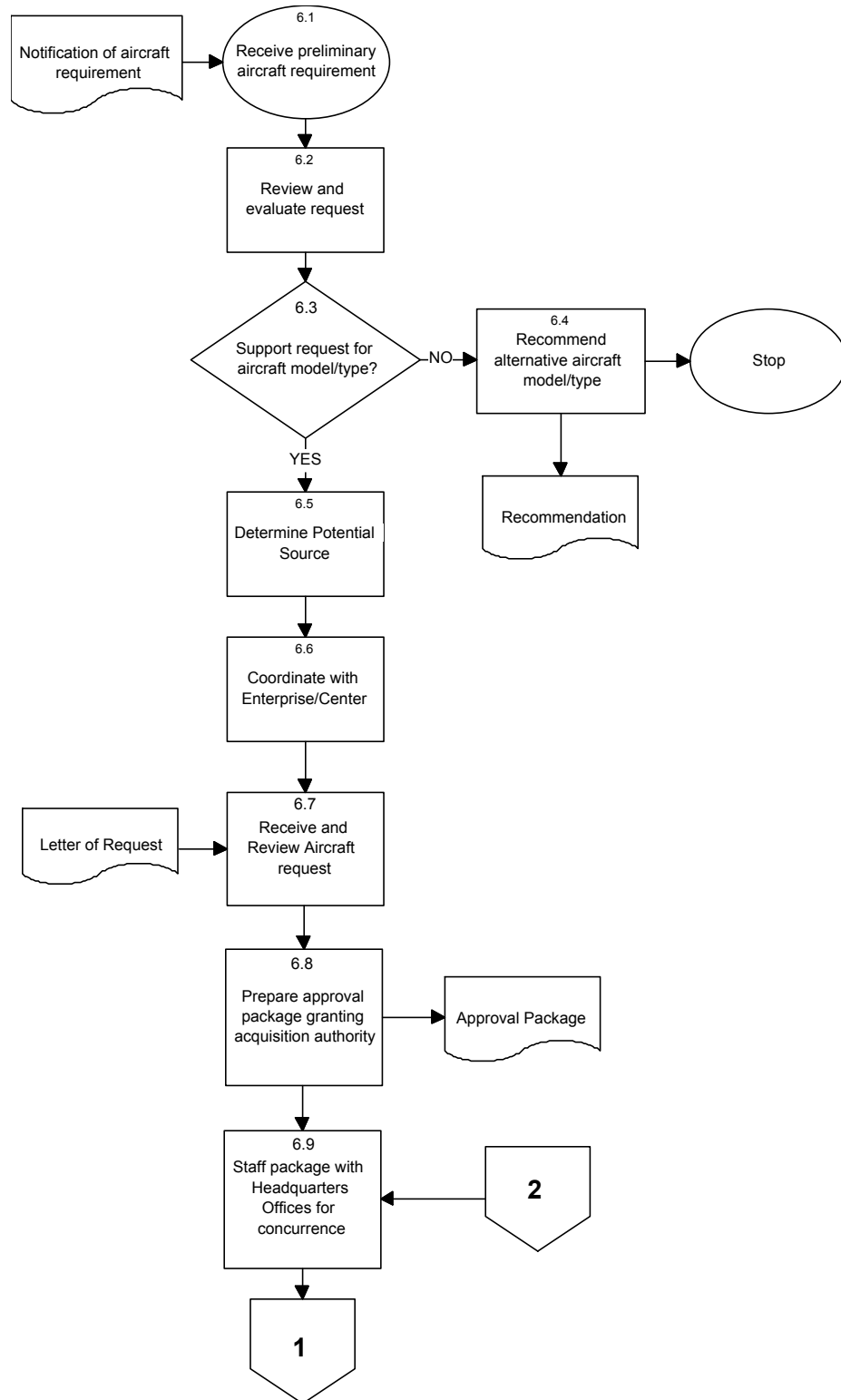
- 3.4 AMO. Aircraft Management Office within the Office of Management Systems.
- 3.5 Bailed. Any aircraft borrowed by a department or agency from the Department of Defense, State or local government, or other non-Federal entity.
- 3.6 Code JP. Aircraft Management Office within the Office of Management Systems.
- 3.7 Director. Office Director within the AMO
- 3.8 IAOP. NASA Interagency Aircraft Operations Panel.
- 3.9 Loaned. Any aircraft owned by a department or independent office which is on loan to a State, co-operator, or other entity.
- 3.10 MOA. Memorandum of Agreement.
- 3.11 MOU. Memorandum of Understanding.
- 3.12 RFP. Request for Proposal.

4. References

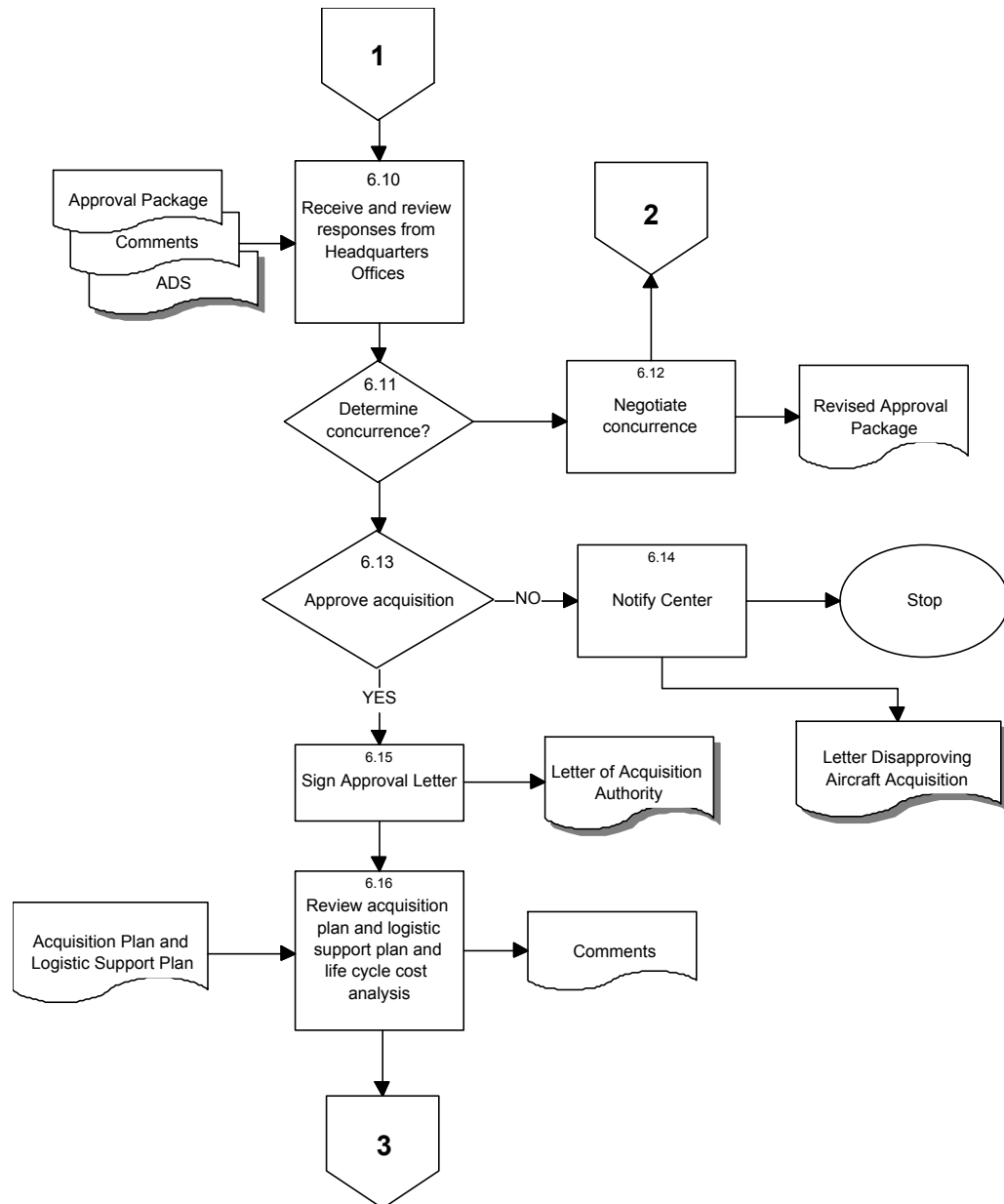
- 4.1 NPG 7900.3 NASA Aircraft Operations Management
- 4.2 NPG 1000.2 NASA Strategic Management Handbook
- 4.3 May 18, 1998 Office of Management Systems and Facilities Functional/Staff Office Implementation Plan
- 4.4 NPD 7900.4 NASA Aircraft Operations Management

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process

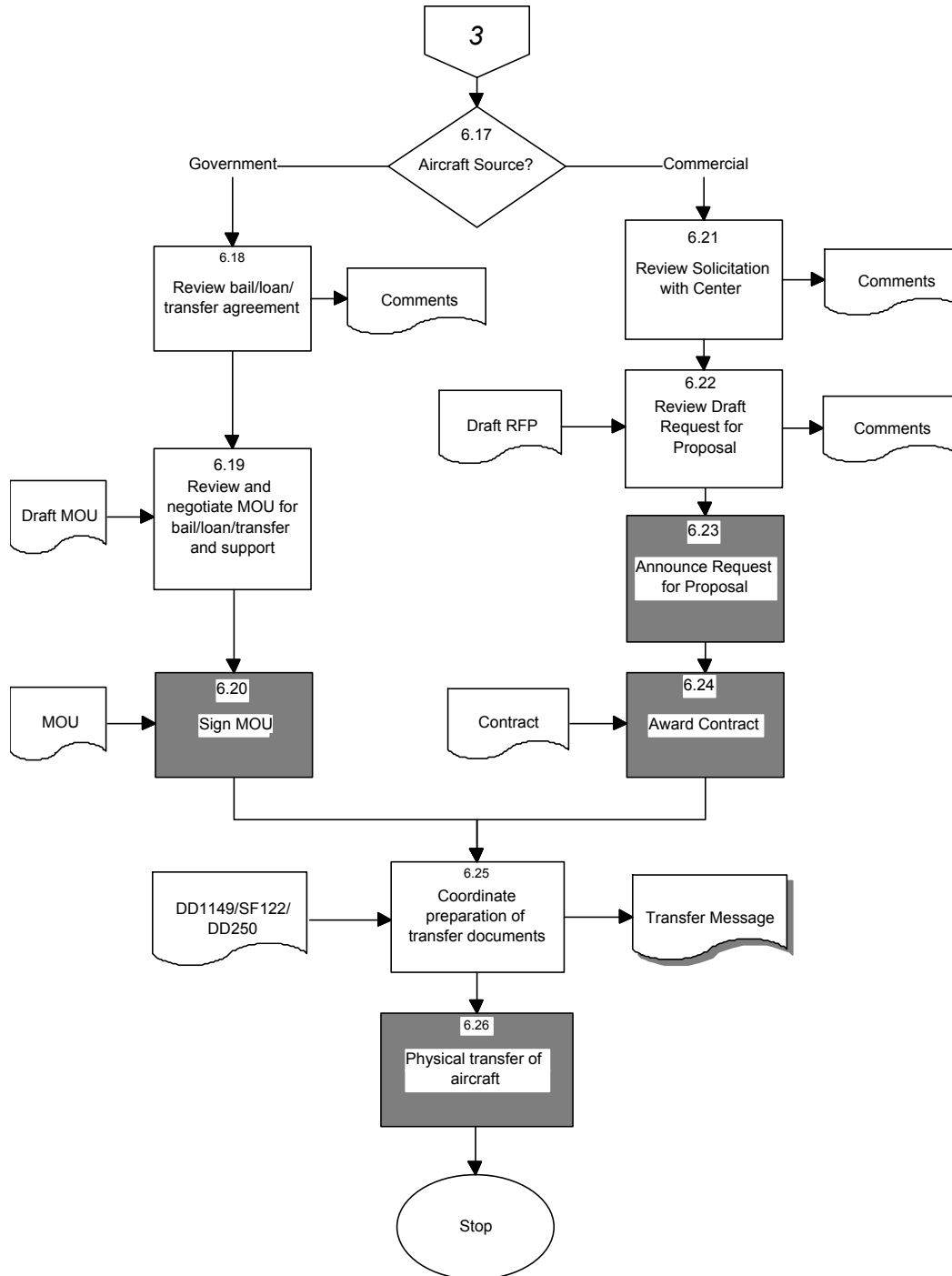
5. Flowchart



Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process



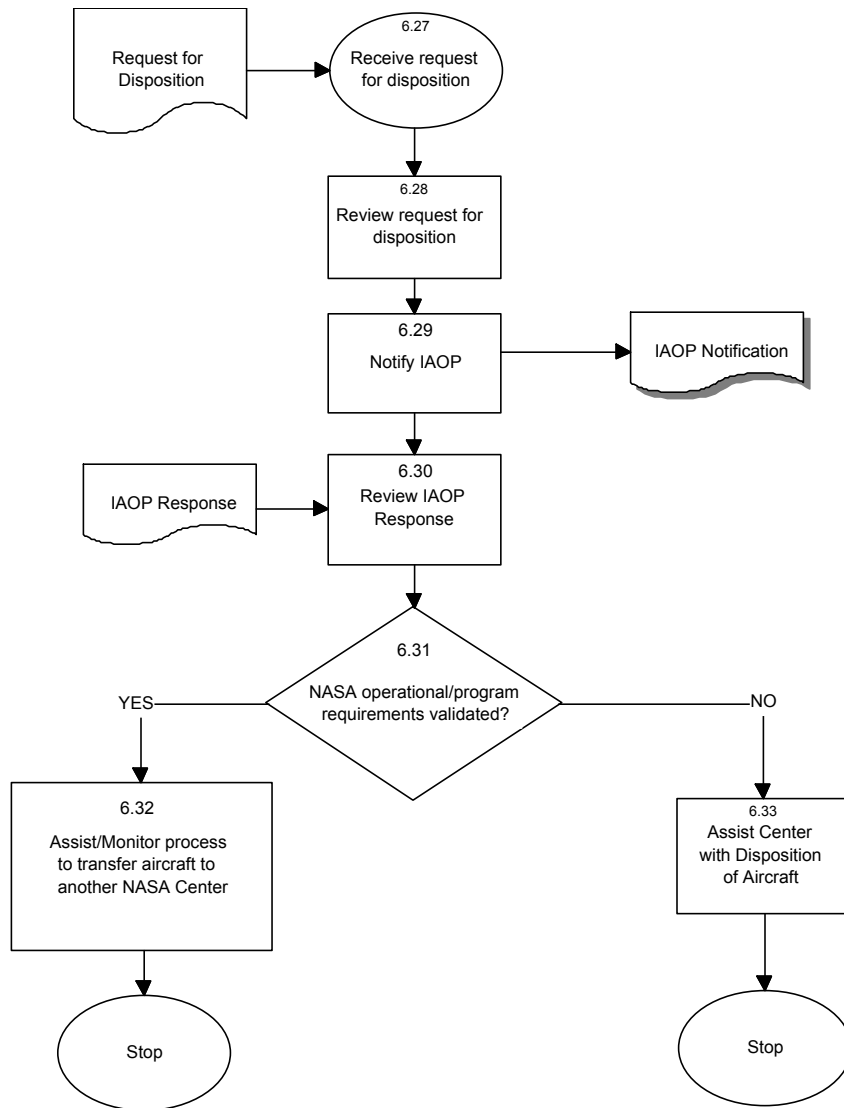
Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process



Acquisition

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process

Disposition



Responsible Office: Code JP/Aircraft Management Office
 Subject: Aircraft Acquisition and Disposal Process

6. Procedure

Step	Actionee	Action
AIRCRAFT ACQUISITION PROCESS		
6.1	Director	Receive preliminary notification (verbal, phone, letter, email or etc.) of a pending aircraft requirement to meet a specific mission need from an Enterprise/Center. The Enterprise usually establishes the basic scientific requirement, from which is derived the requirement for an aircraft, either the research vehicle itself or as a platform, to support research. The Center through their respective Aircraft Operations Office may also establish the need in order to meet secondary program requirements or as a mission management aircraft. The Center will then notify the AMO of the requirements and preferred model/type aircraft. The AMO should also receive the basic mission requirement and whatever aircraft preferences exist based on other considerations. This data will be used for aircraft acquisition planning and to begin a preliminary search, depending on the immediacy of the requirement, of possible aircraft sources.
6.2	Director	Review and evaluate the Enterprise/Center's specific aircraft request. This initial review will determine if the requested aircraft model/type meets the specific needs as identified by the Enterprise/Center .
6.3	Director	After an initial review is completed, the Director will either support the requested aircraft model/type or recommend an alternative aircraft model/type for Enterprise/Center consideration.
6.4	Director	If the Director determines that the model/type aircraft does not meet the needs as delineated by the Enterprise/Center, the Director will recommend an alternative aircraft model/type that best meets the needs of the specific mission to be supported through suitable correspondence.
6.5	Director	The Director will begin the process to determine potential sources of the desired aircraft. The Director will use a network of aircraft sources to locate suitable aircraft at the DOD/Federal Agency Headquarters or Service Branch level to determine what aircraft is available and will support the Center Aircraft Operations Office's search through contacts in the market, or at the DOD Command or unit level. This effort should be done in conjunction with the involvement of the Center Aircraft Operations, Supply and Equipment Management Office and Regional Utilization Office. The priority for candidate aircraft is 1) from within NASA, 2) from within the government, and 3) outside sources. The Director will inform NASA Logistics Office, Code JL, of the aircraft requirement.

Responsible Office: Code JP/Aircraft Management Office
 Subject: Aircraft Acquisition and Disposal Process

6.6	Director	After a potential candidate aircraft has been identified and located or the need for a new procurement has been determined, the Center Aircraft Operations Office and the Director will coordinate with the Institutional Program Offices involved an acquisition strategy. They will hold an acquisition strategy meeting to determine the type of effort required to acquire the aircraft.
6.7	Director	Receive a letter (see sample in Appendix A) addressed to the Office of Management Systems, through the cognizant Institutional Program Office requesting authority to acquire an aircraft. This letter should include: a. statement of need b. estimated acquisition cost c. estimated support cost d. proposed method of financing e. proposed method for logistics support f. point of contact
6.8	Director	Prepare an approval package based on the Enterprise/Center's request for review and concurrence by the cognizant Headquarters Offices. The package will include an ADS and a letter granting acquisition authority. If approved this letter will grant the Enterprise/Center the authority to acquire an aircraft. The Headquarters Offices involved in the approval process are the following. 1. Code B 2. Code G 3. Code L 4. Code I 5. Code J 6. Enterprise with funded requirement 7. Enterprise responsible for Center to host aircraft
6.9	Director	Staff/distribute the approval package or revised approval package for review and concurrence by all responsible Headquarters Offices.
6.10	Director	Receive and review responses from Headquarters Offices. Responses are recorded on the ADS forms.
6.11	Director	Determine concurrence from Headquarters Offices.
6.12	Director	Negotiate concurrence. Draft revised approval package.
6.13	AA	Approve or disapprove aircraft acquisition based on Headquarters Office responses.
6.14	Director/AA	If AA does not approve the aircraft acquisition, the Director will draft a letter for AA signature to notify the affected Enterprise/Center of the denial. The letter will also recommend to the appropriate Enterprise/Center alternate courses of action to meet mission needs.
6.15	AA	AA signs Letter of Acquisition Authority granting the Center authority to acquire an aircraft.

Responsible Office: Code JP/Aircraft Management Office
 Subject: Aircraft Acquisition and Disposal Process

6.16	Director	Review Acquisition Plan, Logistics Support Plan, and Life Cycle Cost Analysis. This plan should include the intended means of acquisition and the planned method by which the aircraft will be supported. Provide comments.
6.17	Director	Aircraft acquisition will be either through commercial or government sources.
6.18	Director	Receive and review the bail/loan/transfer agreement with the appropriate DOD Command Headquarters Office/Federal Agency in coordination with the Center Aircraft Operations Office, Supply and Equipment Management Office, Property Disposal Office, Regional Utilization Office and Headquarters External Relations and provide comments.
6.19	Director	Receive, review and assist in negotiating the MOU with DOD/Federal service organization Headquarters for loan/transfer and support. This MOU will be the official result of the negotiations between the DOD/ Federal Aircraft System Manager and the Center, and will be signed prior to transfer of the aircraft.
6.20	Center	Sign MOU.
6.21	Director	Receive and review the request for solicitation with the particular Center to prepare for a commercial competition or sole source designation and provide comments.
6.22	Director	Receive and review draft Request for Proposal (RFP) and provide comments and recommendations via suitable means.
6.23	Center	Announce RFP.
6.24	Center	Award contract.
6.25	Director	For DOD or intra-government transfer, the Director will coordinate the preparation of the necessary transfer message. The Center Aircraft Operations Office, Supply and Equipment Management Office and the Property Management Officer, in accordance with local procedures, will complete both the DD1149 form and the SF122 form and send them to the appropriate DOD and GSA offices with a copy to the AMO within ten days. For commercial purchase, the Center will prepare the contract and inform the Director and provide copies of acceptance documents.
6.26	Center	Physical transfer of aircraft.
AIRCRAFT DISPOSITION PROCESS		
6.27	Director	Receive request for direction on the potential disposition of an aircraft. The Center in anticipation of no longer having a need for aircraft, requests guidance to dispose /transfer aircraft.
6.28	Director	Review request for disposition of aircraft. Prepare letter to notify IAOP.
6.29	Director	Send letter to notify IAOP of request for disposition. Request that IAOP determine if any other Center or Enterprise may have a need for this aircraft to support

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process

		mission requirements.
6.30	Director	Receive and review advice and guidance from IAOP on operational or program requirement that may exist for the aircraft within NASA.
6.31	Director	Validate if an operational or program requirement exists for the aircraft within NASA.
6.32	Director	If an operational or program requirement exists for the aircraft within NASA assist and monitor the process to transfer an aircraft to another NASA Center. The Director will notify the Centers involved of process to transfer the aircraft between NASA centers. This will include coordinating with the both Center Aircraft Operations to prepare a request for aircraft acquisition. This should be done in coordination with the reporting of idle property to the appropriate Center Supply and Equipment Management Office, Regional Utilization Office and Property Disposal Office.
6.33	Director	If aircraft is determined to be idle NASA equipment, the Director will initiate the process to assist the Center Aircraft Operations Office in reporting in a timely manner the aircraft status and provide guidance with the disposition process.

Responsible Office: Code JP/Aircraft Management Office
 Subject: Aircraft Acquisition and Disposal Process

7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number & Item Number (NPG 1441.1)	Retention/Disposition
ADS	Director	Director Files	Hardcopy	Schedule 1 Item 22A	*Permanent* Retire to FRC when 5 years old in 5 year blocks. Transfer to NARA when 10 years old.
Letter Disapproving Aircraft Acquisition	AA	Director Files	Hardcopy	Schedule 1 Item 22A	*Permanent* Retire to FRC when 5 years old in 5 year blocks. Transfer to NARA when 10 years old.
Letter of Acquisition Authority	AA	Director Files	Hardcopy	Schedule 1 Item 22A	*Permanent* Retire to FRC when 5 years old in 5 year blocks. Transfer to NARA when 10 years old.
Transfer Message	Director	Director Files	Hardcopy	Schedule 1 Item 22A	*Permanent* Retire to FRC when 5 years old in 5 year blocks. Transfer to NARA when 10 years old.
IAOP Notification	Director	Director Files	Hardcopy	Schedule 10 Item 4A	Destroy when 1 year old.

Responsible Office: Code JP/Aircraft Management Office
Subject: Aircraft Acquisition and Disposal Process

Appendix A – SAMPLE MEMORANDUM

TO: J/Associate Administrator for Management Systems

THRU: (XX)/ Associate Administrator for (*Enterprise*)

FROM: Director, (*NASA Center*)

SUBJECT: Request Approval to Acquire (*number*) (*type*) Aircraft

1. Statement of Need:

This should be a summary of the reasons for acquiring the aircraft, to include the Program and primary requirements it will satisfy, or in the case of support, the secondary or derived requirements (such as chase, pilot training, cargo, etc.)

2. Estimated Acquisition Cost:

This should include all the costs associated with providing a resource ready for use by the program. It could be divided into two distinct areas which differentiate the costs associated with obtaining the basic aircraft and placing into flying condition (such as engine overhauls, aircraft inspections, and PDM/SDLM), and the costs of modifying the aircraft to meet generic research or program support requirements which can be applied to any number of programs (including TCAS or RVSM upgrades, or aircraft system modifications which make it a better platform in general). These costs should not include the costs of specific research equipment, or aircraft modifications which will not be permanent.

3. Estimated Support Cost:

Include an estimate of the costs associated with any increase in Civil Servant or contractor staffing, additional equipment, equipment, increased inventory, additional storage or other support facilities, and any other increase in fixed costs. It should also include an estimate of the annual operating (variable) costs.

4. Method of Funding:

Describe how the aircraft acquisition and support will be acquired; i.e., via purchase or lease through normal procurement, or via surplus, bail, or loan from another agency. Also include the program fund source.

5. Logistic Support:

Describe how the aircraft will be supported logistically; e.g., organic support within the Center (including existing support contracts), through a new contract, through an MOA with another Center, or the DoD, or another Federal Agency

6. Center Point of Contact:

Name, number, and e-mail address of the POC at the Center.